

## **BUILDING MAINTENANCE WORKER II**

**SALARY:** \$3960.00 to \$5573.00 monthly (26 pay periods annually)

**FINAL FILING DATE:** We are accepting applications until **March 18, 2019** at 5 pm.

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

### **THE POSITION**

The Human Resources Department is accepting applications for the Regular and Full-time position of Building Maintenance Worker II in the Public Works Department. The normal work schedule is Monday through Friday, 8 –5 pm; a flex schedule may be available.

The City of Roseville promotes a no smoking atmosphere.

### **DEFINITION**

To perform a variety of semi-skilled and skilled tasks related to the maintenance and repair of City buildings, mechanical equipment, and related facilities.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class in the Building Maintenance Worker series and is distinguished by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Building Maintenance Worker in that the latter performs advanced journey level work and provides technical and functional supervision to assigned staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Building Maintenance Supervisor and receives technical and functional supervision from the Senior Building Maintenance Worker.

### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Perform semi-skilled and skilled building maintenance work involving carpentry, painting, plumbing, and heating/ventilation/air conditioning (HVAC) tasks in the repair and maintenance of City buildings, equipment, and facilities.
- Maintain and repair mechanical systems such as boilers and air conditioners and other air cooling systems; maintain and repair lighting systems in buildings and other city facilities, including parking lots.
- Install, repair, and troubleshoot electrical systems; set-up, test, and maintain burglar and fire alarm systems; repair and maintain a variety of power generators and power compressors.
- Install, repair, and maintain plumbing fixtures/equipment including toilets, pumps, and faucets.
- Install and modify modular furniture configurations, including electric supply; install, repair, and paint/stucco sheetrock.
- Inspect and repair doors, locks, windows, floors, lockers, gates, roofs/down spouts/gutters, and ceilings; inspect various maintenance projects; build forms and mix/pour concrete.

- Work collaboratively with outside vendors and contractors in identifying unusual problems and/or maintaining and repairing City facilities and buildings.
- Report potential safety problems related to City facilities, clean up spills and unsafe conditions as identified; lock and unlock doors of City facilities.
- Repair and maintain ice machines, high pressure wash systems and pumps, and a variety of stoves, refrigerators, dishwashers, laundry washers/dryers and related small appliances.
- Perform set up for events and classes including stage and podium, audio-visual and public address systems, lighting, generators and related equipment.
- Evaluate job needs; purchase parts and supplies if not available in Central Stores.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- General methods and practices used in a variety of building trades, such as carpentry, general construction, electric, plumbing, painting, and heating/air conditioning systems.
- Tools and equipment used in a variety of building construction and maintenance trades; use and purpose of general construction tools and equipment.
- Basic computer skills related to data entry/retrieval.
- Basic principles and practices of record keeping.
- Principles and practices used in the performance of a variety of skilled building trades work, involving carpentry, general construction, electrical, plumbing, painting, and heating/air conditioning systems.

### **Ability to:**

- Learn to perform semi-skilled and skilled work in the maintenance and repair of City facilities, equipment, and related facilities.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when installing, repairing, and servicing equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.
- Learn to solder and weld to make repairs and fabricate parts.
- Learn to operate a computer as necessary to perform job duties, including data entry and retrieval.
- Read blueprints and manuals; work from rough sketches; prepare rough sketches.
- Maintain records related to work activities.
- Work on-call on evenings, weekends, or holidays.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Independently perform a variety of semi-skilled and skilled building maintenance tasks involving carpentry, general construction, electrical, plumbing, painting, and heating/air conditions systems.
- Read and understand electrical schematics, troubleshoot electrical issues and make necessary repairs.

## **EXPERIENCE AND TRAINING**

### **Experience:**

- Two years of increasingly responsible experience performing building maintenance and repair work similar to that of a Building Maintenance Worker I with the City of Roseville working in operations and maintenance of a commercial or institutional facility performing building maintenance work such as electrical, carpentry, painting, plumbing, and heating/ventilation/air conditioning (HVAC) tasks.

### **Training:**

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade GED, or higher level degree; course work or training in one or more of the building trades is highly desirable.

## **License or Certificate**

- Possession of a valid California driver's license by date of appointment.

## **SUPPLEMENTAL QUESTIONNAIRE**

1. Your responses to questions 2-3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.  
 Yes  
 No
2. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
3. How many years do you have working with commercial electrical, or HVAC?  
 2-3 Years  
 3-4 Years  
 4-5 Years  
 5-6 Years  
 6+ Years
4. Please provide a specific examples of your experience.
5. How many years do you have troubleshooting maintenance issues that arise in commercial buildings?  
 2-3 Years  
 3-4 Years  
 4-5 Years  
 5-6 Years  
 6+ Years
6. Please provide a specific examples of your experience.

## **SELECTION PROCESS**

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.